

Payroll Direct Deposit Authorization

The State of Vermont distributes pay using an electronic direct deposit program.

Effective Date: Within two pay periods after being received.

Employee Information | Please Print

Name (Last, First, MI): _____ Employee Number: _____

Phone Number: _____ Email Address: _____

Primary Account | This is where your entire paycheck or the balance is deposited after \$ amount is deducted from the second and third accounts listed below.

Select one: Account Type
(Select one):

- ☐ Start ☐ Checking
☐ Change ☐ Savings

ABA Transit Routing Number:

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Account Number: _____

Name of Financial Institution: _____

**BALANCE
ACCOUNT**

Second Account | Optional

Select one: Account Type
(Select one):

- ☐ Start ☐ Checking
☐ Change ☐ Savings
☐ Cancel Priority: _____

ABA Transit Routing Number:

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Account Number: _____

Name of Financial Institution: _____

NET DISTRIBUTION

\$ _____

Third Account | Optional

Select one: Account Type
(Select one):

- ☐ Start ☐ Checking
☐ Change ☐ Savings
☐ Cancel Priority: _____

ABA Transit Routing Number:

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Account Number: _____

Name of Financial Institution: _____

NET DISTRIBUTION

\$ _____

Read statement carefully: I authorize the State of Vermont to direct deposit funds to my account in the financial institution(s) listed above. If funds to which I am **not** entitled are deposited in my account, I authorize the State of Vermont to initiate a correcting (debit) entry. I understand that the authorization may be rejected or discontinued by the State of Vermont at any time. If any of the above information changes, I will promptly complete a new authorization agreement. If the direct deposit is not stopped before closing an account, funds payable to you will be returned to the State of Vermont for distribution. This will delay your check.

Employee Signature: _____ Date: _____ (mm/dd/yyyy)

Additional information is on the reverse side.

➤ If you are requesting more than three distributions, please attach additional completed forms with pages numbers indicated.

Payroll Direct Deposit Authorization

Direct Deposit of Payroll

As an employee of the State of Vermont, you are provided the convenience and security of having your pay automatically deposited into your personal bank, credit union or financial institution account.

Automatic deposit of your pay into the personal account of your choice means you can:

- Eliminate trips or mailings to the bank or credit union to cash or deposit paychecks.
- Be assured your pay will be deposited on payday even when you are on vacation or out of town.*
- Eliminate the danger of lost, stolen or forged checks.

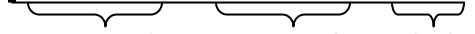
***While most financial institutions post funds to accounts at the beginning of the bank business day, this is not a universal practice. It is strongly recommended that you check with your financial institution to determine when your funds will be available.**

You may choose **as many accounts as needed**; savings and/or checking, to have your pay directly deposited as long as the following conditions are met:

1. Your financial institution(s) is located in the US or Puerto Rico and is a member of the Automated Clearing House Association (ACHA); and
2. 100% of your net pay is committed to direct deposit.

Tips on Providing Checking Account Information

Check Example:

123456789	700012498	1001
		
Routing Number	Account Number	Check
(Exactly 9 digits)		Number

Do not include your check number, which appears to the right of both your Routing number and your Checking Account number. Your check number will match the number printed at the upper right corner of your check. **Do not use the routing number at the bottom of a deposit slip as this number may not be correct.** It is recommended that you check with your financial institution to verify the routing number for direct deposit. Incorrect routing

and account information may cause a delay in receiving your funds.

This layout applies only to personal checking accounts and not to money market accounts. You will need to contact your money market advisor to get the necessary information for a money market account.

Common Questions about the Direct Deposit Program:

How do I know that a deposit has been made to my account?

Your earnings statement will show how much you have earned, a detail of your deductions, and how much has been deposited to your account(s). Your financial institution will show the deposit on your monthly statement.

Where do I find my earnings statement?

Your earnings statement can be found via the Employee Self Service portal online at link on the Department of Human Resources webpage (<http://humanresources.vermont.gov>)

When will direct deposit begin?

The second pay period after the Payroll Office receives your direct deposit authorization form. Keep in mind that most payrolls are processed up to one week prior to the actual pay date. Please verify with your financial institution on your pay date that your direct deposit has gone into effect.

When will my pay be deposited into my account?

Your pay will be deposited into your account(s) on your pay day. Funds will not be available prior to that date.

What do I do if I want to change financial institutions or accounts once I am enrolled in the program?

If you change your financial institution or account, you must complete a new authorization form as soon as possible (or update the information in Employee Self Service).

How do I know what Priority Number to use?

The Priority number determines which deposit distribution is processed first. If you do not have sufficient net pay for all of your distributions the priority numbers determine in which order they will be processed.

What will happen to my direct deposit if I cancel my account with my financial institution but don't cancel my direct deposit with the State of Vermont prior to the payroll being processed?

Your direct deposit will automatically be sent as though the account(s) were open. All funds submitted to the closed account will not become available until such funds are returned to the State of Vermont by the financial institution. A paper check will then be issued. This will delay your payment.

Can I direct deposit my pay into more than one financial institution account or more than one financial institution?

Yes. If you choose to direct deposit into two or more accounts, you must designate one account as your balance account and the others as fixed dollar amounts. Your pay will be split into the multiple accounts with the fixed amounts deposited first and all remaining pay deposited to the balance account (unless 100% of your pay is deposited into the other account distributions).

Does it matter whether I designate my savings account as my primary account?

No. You may direct deposit into a checking or a savings account or multiple checking and/or savings accounts. The choice is up to you.

If I have been gone for a period of time (or terminated employment) and return to work, do I need to complete a new form? (This would include leave of absence without pay, sabbatical leave, etc.)

Possibly. If you are on a leave of absence your direct deposit information will remain active. If you were terminated all direct deposits will be inactivated and new forms will be required.

Please note: If your financial institution or account numbers have changed, it is imperative that you submit a new direct deposit form.

Do I need to submit a new direct deposit form if I am changing Agencies/Departments, or after the ERP goes live?

No, your existing authorization form will remain in force.